

Senior Leadership Team – minutes

23 April 2019

Details of attendees are provided at the end of the minutes.

1. Introductions and apologies

Apologies for absence were received from Emma Bate, James Dipple-Johnstone, Steve Eckersley, Andrew Hubert, James Moss, Simon McDougall, Robert Parker, Amanda Williams and Steve Wood.

2. DPIA process

Issue

SLT discussed the report setting out proposals for a clear corporate approach to managing DPIAs received by the ICO. SLT discussed how to realise the potential benefits of the DPIA process, particularly in relation to intelligence and assurance.

Decision

SLT agreed the recommendations set out in the report.

3. Matters arising from the previous meeting

Minutes

The minutes of the previous meeting were approved as an accurate record subject

Actions and decisions

Chris Braithwaite provided updates on the outstanding actions since circulate of the agenda.

4. Directorate Business Plans – Corporate Strategy and Planning Executive Directorate

Issue

Mike Fitzgerald and Louise Byers presented the business plan updates for the Corporate Strategy and Planning Executive Directorate. The following issues were discussed:

- Over 380 responses had been received from staff for the revised wellbeing policy and a first draft of the policy had been developed.

- Staff and managers appeared to be well prepared for the first round of career progression discussions, which were currently ongoing. Good progress had been made in ensuring consistency of understanding on the bands within the career progression framework. However, this may be an area which SLT needed to discuss after this first round had been completed.

5. Review of Guidance production

Issue

SLT discussed the process for identifying where new guidance was needed or existing guidance needed to be updated. It was noted that there was a role for the regulatory priority Tasking and Coordination Groups (TCGs) to consider the benefits of updated or additional guidance in delivery the regulatory priority.

6. Risk and Opportunity register review

Issue

Paul Arnold reported that he had received each of the reviews of corporate risks from risk owners and was not anticipating any changes to the scores of these risks.

7. SLT work programme

Issue

SLT discussed how they could better identify and plan issues requiring discussion and/or decision by SLT.

Actions

Louise Byers and Chris Braithwaite to review previous SLT agendas to inform forward planning and future agenda development. *Due date: 27 May 2019*

All Directors to inform Corporate Governance of any reports to be commissioned for SLT over the next year. *Due date: 27 May 2019 and ongoing thereafter.*

8. Any other business

Issue

Gill Bull reported that responses to the FOI strategy consultation had now been published on the ICO's website.

Action

Gill Bull and Robert Parker to develop a communications plan for the launch of the FOI strategy. Due date: 27/5/19

Attendance

Members

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| Paul Arnold (Chair) | Deputy Chief Executive Officer (Executive Director – Corporate Strategy and Planning) |
| Jonathan Bamford | Director of Strategic Policy (Domestic) |
| Gill Bull | Director of FOI Complaints and Compliance |
| Louise Byers | Director of Corporate Affairs and Governance |
| Mike Fitzgerald | Director of Digital, IT and Customer Services |
| Suzanne Gordon | Director of Data Protection Complaints and Compliance |
| Ian Hulme | Director of Regulatory Assurance |
| Andrew White | Director of High Profile Investigations and Intelligence |

Attendees

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| Lynne Currie | Head of Innovation (for item 2) |
| Ian Deasha | Group Manager (Data Protection Impact Assessments) (for item 2) |

Secretariat

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| Chris Braithwaite | Senior Corporate Governance Manager |
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